

SPECIAL PROCESSING TRANSMITTAL

Fringe Benefits Processing Unit
 Payroll Accounting Section
Mail To: National Finance Center, USDA
 P.O. Box 29310
 New Orleans, LA 70189

Mark Envelope: “Deliver Immediately – Do Not Open In Mailroom”

Fringe Benefits Processing Unit
 Payroll Accounting Section
Express Mail To: National Finance Center, USDA
 13800 Old Gentilly Road
 New Orleans, LA 70129

Mark Envelope: “Deliver Immediately – Do Not Open In Mailroom”

PERTINENT INFORMATION

| | | |
|-------------|--------|-----------------------------|
| DATE MAILED | AGENCY | PERSONNEL OFFICE IDENTIFIER |
|-------------|--------|-----------------------------|

RETIREMENT DOCUMENTS *Per attached agency checklist SF-2801/SF-3107, Schedule D*

| CHECK TYPE OF RETIREMENT | APPLICABLE NATURE OF ACTION CODE |
|--|---|
| <input type="checkbox"/> Age (Mandatory) | <input type="checkbox"/> 300 |
| <input type="checkbox"/> Optional | <input type="checkbox"/> 302 |
| <input type="checkbox"/> Early Optional <i>(Includes major RIF reorganization transfer of function)</i> | <input type="checkbox"/> 303 |
| <input type="checkbox"/> Discontinued <i>(Involuntary separation)</i> | <input type="checkbox"/> 304, 312, 356 |
| <input type="checkbox"/> Disability | <input type="checkbox"/> 301 |
| <input type="checkbox"/> Preliminary Disability | <input type="checkbox"/> 976 |
| <input type="checkbox"/> MRA Plus 10 <i>(FERS only)</i> | <input type="checkbox"/> 302 |
| <input type="checkbox"/> Death | <input type="checkbox"/> 350 |